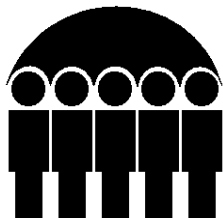


Revised April 14, 2006

Management Manual  
Title 23  
Chapter H

# TRAVEL CLAIMS



Iowa  
Department  
of  
Human Services

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## **OVERVIEW**

Travel claim policy and procedure are defined by the Department of Administrative Services State Accounting Enterprise (DAS-SAE), which makes the final decision on all claims submitted for payment. This chapter:

- ◆ Identifies where those policies and procedures can be found; and
- ◆ Identifies clarifications or exceptions to those policies and procedures for the Department of Human Services.

## **Legal Basis**

Iowa Code section 8A.513 states, “The director [of the Department of Administrative Services] before approving a claim on behalf of the Department [of Administrative Services] shall determine that the creation of claim is clearly authorized by law. Statutes authorizing the expenditure may be referenced through account coding authorized by the director.”

The Department of Administrative Services has promulgated the following administrative rules at 11 Iowa Administrative Code:

- ◆ **Chapter 41** relates to pre-audit and payment of claims, including claims for official travel.
- ◆ **Chapter 42** relates to accounting procedures of public impact. It lists the sections in the to the Accounting Policies and Procedures Manual published by the Department of Administrative Services, State Accounting Enterprise, that apply to persons outside state government.

## **Definitions**

**Direct billing** means that the vendor (for meals, registration, etc.) bills the state directly for employee’s expenses, instead of billing each employee.

**DAS-SAE Handbook** means the State Accounting Policy and Procedures Manual published by the Department of Administrative Services State Accounting Enterprise on the Internet at [http://das.sae.iowa.gov/internal\\_services/policy\\_manual.html](http://das.sae.iowa.gov/internal_services/policy_manual.html).

**Domicile** means the county within which an employee’s “base” office is located.

**Residence** means the city, town, or metropolitan area where an employee lives. If the employee lives in a rural area, residence is defined according to the city or town on the employee's mailing address.

## **STATE TRAVEL POLICIES**

Travel payment forms, policies, and procedures for state agencies are defined in the DAS-SAE Handbook. The travel section of the Handbook is available on the Internet at:

[http://das.sae.iowa.gov/internal\\_services/210\\_travel.html](http://das.sae.iowa.gov/internal_services/210_travel.html).

Follow Department clarifications or exceptions to the DAS-SAE Handbook when the Department clarification or exception prescribes a procedure different from the DAS-SAE Handbook procedure. When the Department provides no clarification or exception to the DAS-SAE Handbook procedure, follow the DAS-SAE Handbook procedure.

Following is a listing of procedures that pertain to travel claims. The item number in the DAS-SAE Handbook procedures is asterisked when there are Department clarifications or exceptions to the DAS-SAE Handbook procedures.

### ◆ **General Procedures**

General Information.....	210.100
Official Domicile Defined .....	210.105*
Metropolitan Areas Defined--Office Employees.....	210.106
Mileage Reimbursement .....	210.107
Meal Reimbursement .....	210.108
Travel Status .....	210.109
Benefits Derived from Travel .....	210.110
Direct Billing .....	210.115*
Cancellation of Reservations .....	210.120
State-Issued Charge Card.....	210.125
State-Owned Vehicles--Use for Personal Reasons .....	210.130
Miscellaneous Expenses .....	210.131*
Reimbursement of Parking/Taxi/Other Expense .....	210.135
Miscellaneous Expenses .....	210.140

◆ **Travel In State**

Mode of Transportation .....	210.200
Subsistence Allowance .....	210.205
Permanent In-State Travel Advance .....	210.210
Vicinity Driving.....	210.215
Registration Fees.....	210.220
Temporary Duty/Special Duty Assignment.....	210.225
Collective Bargaining Allowances .....	210.230
Overnight Travel--No Overnight Lodging Expense .....	210.235
Fair, Trade Show, and Similar Expenses .....	210.240
Board, Commission, Advisory Council, and Task Force Members Expenses .....	210.245

◆ **Travel Out of State**

Mode of Transportation .....	210.300
Subsistence Allowance .....	210.305
Listing of High Rate Areas .....	210.306
Travel Advance .....	210.310
Travel Authority.....	210.315
Registration Fees.....	210.320
Reimbursement for Tickets.....	210.325
Travel with In-State Limitations.....	210.330

◆ **Travel International**

Mode of Transportation .....	210.400
Subsistence Allowance and Miscellaneous Expenses .....	210.405

◆ **Miscellaneous Prior Approvals**

One-Time Approvals .....	240.150
Blanket Approvals .....	240.155

## **DHS TRAVEL REIMBURSEMENT**

Reimbursement of allowable expenses incurred while traveling on state business will be made to employees of the Department of Human Services.

In conjunction with the DAS-SAE Handbook, Procedure Number 210.105, all DHS employees will be considered “Office Employees.”

DHS will NOT reimburse for meals eaten within an employee’s domicile or within an employee’s residence.

### **Travel Claim Submission**

Submit travel claims for all employees of the Department, except institutional employees, to the Division of Fiscal Management, Bureau of Purchasing, Payments, and Receipts. The Bureau of Purchasing, Payments, and Receipts processes the claims and submits them to the DAS-SAE for approval and payment.

Submit travel claims for employees of the Department institutions to the DAS-SAE according to procedures established by each institution.

### **Direct Billing**

Prior approval for direct billing of travel expenses must be obtained from the DAS-SAE, except in the cases noted in DAS-SAE Handbook procedure 210.115.

All individual claims related to a direct billing event must be submitted and processed with the direct billing claim. Employees participating in a direct billing event shall not submit their expenses related to that event on their regular monthly claims.

**Comment:** DAS-SAE Handbook procedure 210.115 requires submission of all individual travel claims requesting reimbursement of any additional expenses related to a direct billing event along with the direct billing. Adherence to this policy is required to obtain a reasonable processing time for both the employees and the vendor.

Claims for an event involving a direct bill are held until all participants have submitted a claim. Therefore, whenever possible, direct billing should be avoided. Instead each participant should be responsible for the participant's own expenses. Reimbursement for participants responsible for all their own expenses is through individual travel claims submitted by each participant.

Travel advances may be requested for out of state business trips as outlined in DAS-SAE Handbook procedure 210.310.

### **Procedures for Handling Direct Billing**

The employee responsible for the event shall complete a *Request for Exception to State-Wide Policy*, form 625-1329. The form must be initiated early enough to be presented to DAS-SAE at least three weeks before the event.

In those rare instances when a direct billing method has been approved, the person responsible for the event is responsible for receiving and submitting all travel payments related to the event. The person responsible for the event shall distribute travel payment forms at the event.

Each participant shall complete a travel payment form for additional expenses associated with the direct billing event. Employees may need to submit an additional travel payment for the direct billing event if they have miscellaneous expenses associated with a state vehicle. See [Miscellaneous State Vehicle Expenses](#) and [DAS-SAE Handbook procedure 210.131](#).

Participants shall return the individual travel payment forms to a designated person in charge of the event before their departure or within one day of the completion of the event. In this case, the person responsible for the event should sign the travel payment form for the supervisor.

Once all participants have submitted travel payment forms for any additional expenses related to the direct billing event, the person responsible for the direct billing shall complete a travel payment form for the direct billing including all necessary documentation.

This claim shall be submitted along with all the individual travel payment forms to the Bureau of Purchasing, Payments, and Receipts for processing. Two additional copies of the claim and two copies of all documentation shall also be submitted.

**Miscellaneous State Vehicle Expenses (Procedure 210.131)**

Any expense associated with a state vehicle not charged to a vehicle dispatcher credit card must be submitted on a *Travel Payment*, form TP 07-410. The form shall contain only those expenses associated with the state vehicle. Expenses for a state vehicle may not be included on the employee's regular travel claim. The vehicle number must be noted on the claim.





# STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR  
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES  
KEVIN W. CONCANNON, DIRECTOR

April 14, 2006

## GENERAL LETTER NO. 23-H-6

ISSUED BY: Bureau of Purchasing, Payments and Receipts, Division of Fiscal Management

SUBJECT: Employees' Manual, Title 23, Chapter H, **TRAVEL CLAIMS**, Title page, revised; Contents (page 1), revised; pages 1 through 5, revised; and page 6, new.

### Summary

Employees' Manual, Title 23, Chapter H, **TRAVEL CLAIMS**, has been updated and revised to the new manual format and is now available electronically.

### Effective Date

Immediately.

### Material Superseded

Remove the following pages from Employees' Manual, Title 23, Chapter H, and destroy them:

<u>Page</u>	<u>Date</u>
Title Page	April 13, 1982
Contents (pages 1 and 2)	December 31, 1991
1, 2	December 31, 1991
Dept. of Revenue and Finance Pre-Audit Handbook, Procedure 210.100	June 1, 1989
Dept. of Revenue and Finance Pre-Audit Handbook, Procedure 210.105 (2 pages)	June 1, 1989
Dept. of Revenue and Finance Pre-Audit Handbook, Procedure 210.106 (2 pages)	June 1, 1989
Dept. of Revenue and Finance Pre-Audit Handbook, Procedure 210.107 (2 pages)	June 1, 1989
Dept. of Revenue and Finance Pre-Audit Handbook, Procedure 210.108	June 1, 1989
Dept. of Revenue and Finance Pre-Audit Handbook, Procedure 210.109	June 1, 1989
Dept. of Revenue and Finance Pre-Audit Handbook, Procedure 210.110	June 1, 1989

Dept. of Revenue and Finance Pre-Audit Handbook, Procedure 210.115 (2 pages)	December 1, 1990
3, 4	December 31, 1991
Dept. of Revenue and Finance Pre-Audit Handbook, Procedure 210.120	June 1, 1989
Dept. of Revenue and Finance Pre-Audit Handbook, Procedure 210.125	June 1, 1989
Dept. of Revenue and Finance Pre-Audit Handbook, Procedure 210.130 (3 pages)	June 1, 1989
Dept. of Revenue and Finance Pre-Audit Handbook, Procedure 210.131	June 1, 1989
5	December 31, 1991
Dept. of Revenue and Finance Pre-Audit Handbook, Procedure 210.135	June 1, 1989
Dept. of Revenue and Finance Pre-Audit Handbook, Procedure 210.140 (2 pages)	September 1, 1990
Dept. of Revenue and Finance Pre-Audit Handbook, Procedure 210.200	June 1, 1989
Dept. of Revenue and Finance Pre-Audit Handbook, Procedure 210.205 (5 pages)	July 1, 1991
Dept. of Revenue and Finance Pre-Audit Handbook, Procedure 210.210	June 1, 1989
625-5129, Expenditure Correction	June 1, 1989
Dept. of Revenue and Finance Pre-Audit Handbook, Procedure 210.215	June 1, 1989
Dept. of Revenue and Finance Pre-Audit Handbook, Procedure 210.220 (5 pages)	February 1, 1991
Dept. of Revenue and Finance Pre-Audit Handbook, Procedure 210.225	June 1, 1989
Dept. of Revenue and Finance Pre-Audit Handbook, Procedure 210.230	June 1, 1989
Dept. of Revenue and Finance Pre-Audit Handbook, Procedure 210.235	June 1, 1989
Dept. of Revenue and Finance Pre-Audit Handbook, Procedure 210.240	August 13, 1990
Dept. of Revenue and Finance Pre-Audit Handbook, Procedure 210.245 (5 pages)	July 1, 1991
Dept. of Revenue and Finance Pre-Audit Handbook, Procedure 210.300 (2 pages)	December 1, 1990 (p. 2 revised February 1, 1991)
Dept. of Revenue and Finance Pre-Audit Handbook, Procedure 210.305 (6 pages)	September 1, 1990
Dept. of Revenue and Finance Pre-Audit Handbook, Procedure 210.306 (2 pages)	July 1, 1991
Dept. of Revenue and Finance Pre-Audit Handbook, Procedure 210.310 (3 pages)	June 1, 1989

Dept. of Revenue and Finance Pre-Audit Handbook, Procedure 210.320 (2 pages)	February 1, 1991
Dept. of Revenue and Finance Pre-Audit Handbook, Procedure 210.325 (2 pages)	February 1, 1991 (p. 2 revised February 8, 1991)
Dept. of Revenue and Finance Pre-Audit Handbook, Procedure 210.330	February 1, 1991
Dept. of Revenue and Finance Pre-Audit Handbook, Procedure 240.150 (2 pages)	September 1, 1990

**Additional Information**

Refer questions about this general letter to your service area manager.



# STATE OF IOWA

CHESTER J. CULVER, GOVERNOR  
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES  
KEVIN W. CONCANNON, DIRECTOR

August 15, 2008

## **GENERAL LETTER NO. 23-H-7**

ISSUED BY: Bureau of Purchasing, Payments and Receipts, Division of Fiscal Management

SUBJECT: Management Manual, Title 23, Chapter H, *TRAVEL CLAIMS*, page 5, revised.

### **Summary**

This chapter is revised to reflect the current policies and procedures under the section, "DHS TRAVEL REIMBURSEMENT: Direct Billing."

### **Effective Date**

Immediately.

### **Material Superseded**

Remove from Management Manual, Title 23, Chapter H, page 5, dated April 14, 2006, and destroy it.

### **Additional Information**

Refer questions about this general letter to your area income maintenance administrator, your service area manager, or your regional collections administrator.